

How to Submit a FOIA Request through FOIA Online

Created by Barbara Beckett

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United States Fish and Wildlife Service

<https://foiaonline.gov/foiaonline/action/public/home>

The screenshot shows the top navigation bar with three tabs: "Search Requests", "Create Request" (highlighted with a red underline and a red arrow pointing to it), and "Generate Report". Below the tabs, a text block states: "FOIAonline supports certain federal agencies. For a listing of agencies that use FOIAonline, please click on participating agencies, or select 'begin' to select from a drop down list." Below this text is a blue button labeled "Begin", which is pointed to by a red arrow. To the right of the button, red text reads: "On home page choose Create Request and then click Begin".

* indicates a required field.

The screenshot shows the "Agency Selection" section. It contains three dropdown menus. The first dropdown is labeled "U.S. Department of the Interior". The second dropdown is labeled "United States Fish and Wildlife Service". The third dropdown is labeled "United States Fish and Wildlife Service (General)". To the left of the dropdowns, red text reads: "For this section chose the following". A blue bracket groups the first two dropdowns, and an orange bracket groups the last two.

The screenshot shows the "Contact Information" section. It contains two columns of form fields. The left column includes: "Salutation" (dropdown), "* First Name", "Middle Initial", "* Last Name", "Email Address", "Organization", "Phone Number", and "Fax Number". The right column includes: "Mailing Address Location" (dropdown), "* Address Line 1", "Address Line 2", "* City", "* State/Province" (dropdown), and "* Zip Code/Postal Code". In the center, red text reads: "Please fill out everything in this section, this allows us to make sure we are able to communicate with you".

The screenshot shows the "Processing Fees" section. It contains a link "Why are fees required?". Below the link, red text reads: "Please read why fees are required and specify amount you are willing to pay". At the bottom, there is a field labeled "* Will Pay Up To" with a value of "\$ 200.00".

Description

* 0/2000 ?

Please include specific information about the records sought, including a date range, specific records, and the office(s) you believe may have responsive records. In general, the more specific the request describes the records sought, the greater likelihood we will be able to locate those records

Are you requesting Expedited Process? If so please make sure to read [43 C.F.R. § 2.10](#) and [§ 2.20](#).

Are you requesting a Fee Waiver? If so please make sure to read [43 C.F.R. Part 2, Subpart G](#)

Then add any Supporting files you feel we should have to help in our search.

Now hit **Preview** button...

☐ I Agree. I have read the [Privacy and Security Notice](#) and agree to the terms set forth.
Privacy Act Statement is required.

☐ I Agree. Affirmation. Pursuant to 28 USC § 1746, I declare and affirm that under penalty of perjury under the laws of the United States of America that all of the foregoing information, statements, and signatures submitted in connection with this request and in any supporting documents are true and correct to the best of my knowledge.
Affirmation is required.

Submit

Edit

Cancel

Please make sure to read and check the I Agree boxes

and last but not least click **Submit**